

COUNCIL POLICY**CURRENT**

SUBJECT: CODE OF ETHICS AND ETHICS TRAINING
POLICY NO.: 000-04
EFFECTIVE DATE: September 24, 2002

BACKGROUND:

Every citizen of the City of San Diego is entitled to have complete confidence in the integrity of local government. All elected officials, officers, appointees, and employee of The City of San Diego must help to earn that confidence by exemplifying high standards of integrity and in their individual conduct. In order to monitor, administer, and enforce the City's governmental ethics laws and to advise and educate City officials and the public about governmental ethic laws, the City Council in 2001 created the San Diego Ethics Commission. The jurisdiction of the Ethics Commission extends only to elected and appointed officials of the City and to unclassified employees of the City.

PURPOSE:

This policy sets forth a code of ethics for all elected officials, officers, appointees, and employees of The City of San Diego, including employees in the classified service. This policy is not intended to supersede, negate or otherwise invalidate any statute, ordinance or City Civil Service rule or regulation. In addition, this Policy prescribes the required ethics training for City officials and unclassified staff, and sets forth the City's policy with respect to continuing ethics education for these individuals.

POLICY:**CODE OF CONDUCT**

It is the policy of the Council that the following code of ethical conduct be adopted for all elected officials, officers appointees and employees of The City of San Diego:

First: No elected official, officer, appointee or employee of The City of San Diego shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence or judgment or action in the performance of such duties.

Second: No elected official, officer, appointee or employee of The City of San Diego shall engage in any enterprise or activity which results in any of the following:

- (a) Using the prestige or influence of The City of San Diego office or employment for anyone's private gain or advantage.
- (b) Using time, facilities, equipment or supplies of The City of San Diego for anyone's private gain or advantage.
- (c) Using official information not available to the general public for private gain or advantage.

- (d) Receiving or accepting money or other consideration from anyone other than The City of San Diego for the performance of acts done in the regular course of employment or duty.
- (e) Receiving or accepting, directly or indirectly, any gift or favor from anyone doing business with The City of San Diego under circumstances from which it could reasonably be inferred that such was intended to influence that elected official, officer, appointee, or employee in his or her official employment or duties, or as a reward for official action.
- (f) Engaging in or accepting private employment or rendering services for private interests when such activities are incompatible with the proper discharge of official responsibilities or duties.

Third: Every elected official, officer, appointee or employee required to file a Statement of Economic Interests (Form 700) shall disclose on that form all information required by the Political Reform Act or the applicable Conflict of Interest Code approved by the City Council in its role as the code reviewing body.

ETHICS TRAINING

Every elected official, officer, appointee, and unclassified employee of the City of San Diego, including any elected official, officer, appointee, consultant, or employee of any organizational subdivision, agency, office, board, commission, or task force of the City, who is required to file a Statement of Economic Interests with the City Clerk pursuant to the Political Reform Act and who is therefore subject to the jurisdiction of the City of San Diego Ethics Commission, shall:

- (a) Complete an ethics orientation program prescribed by the City of San Diego Ethics Commission within sixty days of assuming office; and,
- (b) Complete a biennial ethics refresher and continuing education program prescribed by the City of San Diego Ethics Commission. Individuals subject to this requirement as of December 31, 2002, shall complete the refresher program no later than March 31 of each even numbered year thereafter. After December 31, 2002, those who file an assuming office Statement of Economic Interests in an even numbered year shall complete the refresher course no later than March 31 of each even numbered year thereafter, and those who file an assuming office Statement of Economic Interests in an odd numbered year shall complete the refresher course no later than March 31 of each odd numbered year thereafter. Individuals serving on more than one board, commission, or committee shall complete the refresher course based on the filing date of their earliest assuming office Statement of Economic Interests.

It shall be the responsibility of the Ethics Commission to develop the curriculum for ethics training as outlined above, to conduct or manage the training, and to maintain records certifying compliance with the City's ethics education requirements.

If an individual fails to meet the training requirements prescribed in this Council Policy after reasonable opportunities have been made to complete the training, the Ethics Commission shall notify the appointing authority for the individual, and the appointing authority for that individual shall take such actions as are necessary to ensure compliance.

HISTORY:

Adopted by Resolution R-192458 12/26/1967

Amended by Resolution R-297084 09/24/2002